

# Morrow County School District STAFF HANDBOOK



## 2018-19 Revision

Morrow County School District does not discriminate on the basis of perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, pregnancy, familial status, economic status, veterans' status or genetic information in providing education, or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination Act of 2008.

If you are in need of special accommodations for any district activity including, but not limited to: public meetings, student activities, parent/teacher conferences, programs, graduations or athletic events, please contact Marie Shimer, Director of Educational Services at 240 Columbia Lane in Irrigon, OR or by phone at 541-922-4016 x 2370, or by e-mail at [Marie.Shimer@morrow.k12.or.us](mailto:Marie.Shimer@morrow.k12.or.us). Please give 48- hours prior notice of the event, so that appropriate accommodations can be procured.



## Morrow County School District

P.O. Box 100  
235 E. Stansbury  
Heppner, Oregon 97836  
Telephone: (541) 676-9128  
FAX: (541) 676-5742

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### *Superintendent's Message*

**W**ith the beginning of a new school year we look forward to being able to provide the best possible education for the young people of our county. You, the staff, are the key to that success. We are proud of our educational staff and are pleased to have you as a member of the team working for the students and patrons of the Morrow County School District.

Our school district is a complex organization. The district employs approximately 285 regular employees and about 116 substitutes making us one of the largest employers in the county. Every school district in the state is struggling with financial concerns. Our annual operating budget is \$40,283,043.00. About 80% of the expenditures of the general fund budget are directly related to salaries and benefits of our educational team.

With the scope of our operation, it is important that all staff members understand their opportunities with and responsibilities to the district. This handbook is designed to aid you in meeting those responsibilities, as well as to encourage you to take advantage of the opportunities offered to you as an employee.

Please take the time to read and familiarize yourself with this handbook and keep it handy for future reference. If you have questions or concerns, please feel free to present them to your building principal or the Human Resources Department at the District Office.

*Dirk Dirksen  
Superintendent of Schools  
Morrow County School District*

## PREFACE

The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.

Any information contained in this staff handbook is subject to unilateral revision or elimination without notice. Morrow County School District reserves the right to make changes, update, delete or add to this handbook at any time.

No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

## EQUAL EMPLOYMENT OPPORTUNITY/AMERICAN DISABILITIES ACT

Equal employment opportunity and treatment shall be practiced by the district regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation, age, marital status, pregnancy, familial status, economic status, veterans' status, genetic information or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following staff have been designated to coordinate compliance with these legal requirements, including: Title VI, Title VII, Title IX and other civil rights or discrimination issues; the Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973; and may be contacted at the district office for additional information and/or compliance issues:

Dirk Dirksen, Title II, Title VI, VII, Coordinator  
240 Columbia Lane, Irrigon, OR 97844  
235 E. Stansbury, Heppner, OR 97836  
541-676-9128 x 2012 or 541-314-3145

Erin Stocker, Title IX Coordinator  
480 S.E. Wyoming  
Irrigon, OR 97844  
541-922-2421 x 2811

Jack Johns, ADA Coordinator  
240 Columbia Lane  
Irrigon, OR 97844  
541-922-4004 x 2382

Marie Shimer, Section 504 Coordinator  
240 Columbia Lane  
Irrigon, OR 97844  
541-922-4016 x 2370

*If you are in need of special accommodations for any district activity including: public meetings, student activities, parent/teacher conferences, programs, graduations or athletic events, please contact Marie Shimer, Director of Educational Services at 240 Columbia Lane in Irrigon, OR or by phone at 541-922-4016 x 2370, or by e-mail: [Marie.Shimer@morrow.k12.or.us](mailto:Marie.Shimer@morrow.k12.or.us). Please give 48-hours prior notice of the event, so that appropriate accommodation can be procured.*

*MCSD board policy AC – Nondiscrimination; GBA - Equal Employment Opportunity and policy ACA – Americans with Disabilities Act can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then search for the policy in the search box.*

## **VALUES & BELIEFS STATEMENT**

### **Students & Learning**

1. Learning is a lifelong process that is adaptable to change and not confined to any one institution.
2. Students learn in a variety of ways. Differences in learning styles and rates should be respected and different modes of learning should be available.
3. In order to prepare students for a global environment, the learning process must emphasize the access, manipulation and use of information. Technological competence must be integrated with critical thinking and reasoning skills.
4. Students need a strong sense of values, skills and knowledge to make choices that enable them to function as responsible, productive members of society.

### **The Educational Partnership**

1. Education is a partnership in which all parties have both rights and responsibilities.
2. Schools, students, families, business and community should seek to enter meaningful and effective relationships with open lines of communication to ensure educational opportunities and growth.

### **The Learning Environment**

1. An effective learning environment is safe, nurturing and challenging.
2. In an effective learning environment, each member of the educational partnership feels respected and accommodated.
3. Self-esteem is enhanced in an environment where individual differences and ideas are respected, where special strengths and weaknesses are addressed, and where each person is valued as a unique individual.

## **DISTRICT GOALS**

The district shall maintain a coordinated K-12 program designed to improve student achievement and to successfully prepare students to function effectively in a rapidly changing world and for the futures they choose to pursue.

The district will work with staff, parents and community members to develop district goals. Goals will be adopted by the Board consistent with the goals adopted by the State Board of Education. Goals will be reviewed annually and revised, as needed.

## **MISSION STATEMENT**

Morrow County schools, in partnership with families and communities, provide each student the opportunity to develop values, knowledge, skills and self-confidence to become lifelong learners and responsible citizens.

# Morrow County School District



**DISTRICT ORGANIZATION**

## GENERAL INFORMATION

This handbook is an introduction to Morrow County School District. It should help you to become familiar with the policies, rules, procedures, benefits, and expectations that apply to your employment.

One of your first responsibilities as an employee is to become familiar with this document by reading it carefully and keeping it handy for future reference. **You will be asked to sign a statement at the back of this handbook acknowledging that you have been given, read and understand the contents of this handbook, as well as viewing Safe Schools trainings. That signature sheet must be returned to the Human Resources Department at the District Office.**

Please direct any questions that you may have to your building principal or to the Executive Director of Human Resources.

## BOARD MEMBERS

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, are as follows:

Position 1	Brian Kollman	PO Box 921	Heppner	676-9407
Position 2	Marcie Rodelo	71143 McGraw Lane	Boardman	571-3098
Position 3	Richard Cole	74216 Depot Lane	Irrigon	571-9180
Position 4	Becky Kindle	PO Box 53	Heppner	676-5040
Position 5	Mary Killion	78852 Toms Camp	Boardman	314-5088
Position 6	Barney Lindsay	PO Box 483	Lexington	989-8205
Position 7	Andy Fletcher	PO Box 404	Lexington	989-8232

## BOARD MEETINGS/COMMUNICATIONS

Regular Board meetings are normally held on the second Monday of the month and begin at 7:00 pm. All regular, special and emergency meetings of the Board are open to the public unless as otherwise provided by law. The contents of the board packets are available online through BoardBook. You may view the packets at [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>Board Book Online – then click on the specific date.

All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through building supervisors and administrators to the superintendent in accordance with established lines of authority and timelines, as approved by the Board. Concerns should be addressed at the lowest possible level – teacher, principal, superintendent - before going before the board. This does not restrict protected labor relations communication of bargaining unit members.

All official Board communications, policies and information of staff will be communicated to staff through the superintendent to local building supervisors and administrators.

## DISTRICT OFFICES

The district Administrative Office is located in Irrigon, OR. The Business Office is located in Heppner, OR.

MCSO Administrative Office  
240 Columbia Lane  
Irrigon, OR 97844  
541-922-4016

MCSO Business Office  
PO Box 100 / 235 E. Stansbury  
Heppner, OR 97836  
541-676-9128

Website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us)

### **Administrative Office**

Dirk Dirksen	Superintendent	922-4016	2012
Marie Shimer	Director of Educational Services	922-4016	2370
Jack Johns	Director of Special Education	922-4004	2382
Erin Stocker	Executive Director of Human Resources	922-2421	2811
Cheryl Costello	Executive Secretary/HR Assistant	922-4016	2373
Connie Lobato	Data Manager/Std. Services Tech	922-4016	2374

### **Business Office**

Erika Patton	Business Manager	966-3193	13193
Matt Combe	Director of Maintenance & Facilities	676-9138	2511
Brandi Sweeney	Maintenance Coordinator	676-9128	2011
Linda Kenny	Payroll Specialist	676-9128	2016
Autumn Morgan	Accounts Payable/Fixed Assets	676-9128	2022

## ASSOCIATIONS

The Morrow County Education Association [MCEA] is the bargaining unit for all licensed staff. Cynthia Hodgdon is the MCEA President and is assigned to Irrigon Elementary School. She can be reached at 541-922-2421 x 2825. The district currently employs approximately 134 licensed teachers.

The Oregon School Employee's Association [OSEA] is the bargaining unit for all classified staff. Kathie Goad presides over OSEA, Chapter 59. Mrs. Goad is located at Riverside Jr/Sr High School, and can be reached at 541-481-2525 x 2142. The district currently employs approximately 133 classified employees.

## DISTRICT SCHOOLS

A. C. Houghton Elementary 1105 North Main Avenue Irrigon, OR 97844	922-3321	Tracey Johnson Cindy Turner	Principal Secretary
Heppner Elementary PO Box 367 Heppner, OR 97836	676-9128	Dieter Waite Darcy Robinson	Principal Secretary
Heppner Jr/Sr High School PO Box 67 Heppner, OR 97836	676-9138	Matt Combe Tiffanie Greenup	Principal Secretary
Irrigon Elementary School 490 SE Wyoming Irrigon, OR 97844	922-2421	Erin Stocker Kaira Rysdam Barbara Phillips	Principal Asst. Principal Secretary
Irrigon Jr/Sr High School 315 East Wyoming Irrigon, OR 97844	922-5551	Ryan Keefauver Rose Palmer Misty Hofbauer	Principal Asst. Principal Secretary
Riverside Jr/Sr High School 210 NE Boardman Ave. Boardman, OR 97818	481-2525	David Norton John Christy Elvia Ayala	Principal Asst. Principal Secretary
Sam Boardman Elementary 301 Wilson Lane Boardman, OR 97818	481-7383	Brandon Hammond Amanda Mickles	Principal Secretary
Windy River Elementary 500 Tatone Street Boardman, OR 97818	481-2526	Kyle Aurdahl Karli Cook	Principal Secretary
Morrow Education Center 240 Columbia Lane Irrigon, OR 97844	922-4004	Ryan Keefauver Susie Lemmon	Principal Secretary

# Morrow County School District



**STAFF OPERATIONS**

## **ABSENCES**

Staff members unable to report to work for any reason must submit their leave in the Frontline Absence Management System (Aesop) via computer or by calling 1-800-942-3767 as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

All leaves, including absences due to school or district-related activities, are to be put into Frontline (Aesop) for approval by supervisors.

Leaves extending beyond 3 consecutive work days are to be reported immediately to your building administrator who will notify Human Resources at the District Administrative Office. Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy and state and federal law. The district has a policy regarding **excessive** absences.

*To access this policy: MCSD board policy GCBDF – Unexcused or Excessive Absences can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Excessive Absences.*

## **Federal Family & Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA)**

In accordance with federal and state law, staff members employed by the district for a specific length of time may be eligible for “job-protection” leave. This leave is unpaid; however, if the employee has any leave currently on the books for their use, that paid leave will be substituted for unpaid leave. Please contact Erin Stocker in the human resources department for Employee/Employer Rights & Responsibilities, Forms and additional information regarding the length of leave entitlements and other provisions under this law.

*To access this policy: MCSD board policy GCBDA – Family Medical Leave can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Family Medical Leave.*

## **ANIMALS IN DISTRICT FACILITIES**

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or co-curricular activity are allowed in district facilities. Companion and comfort animals are not considered service animals. Animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle animals. If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care. Animals, except those service animals serving persons with disabilities, may not be transported on a school bus.

*To access this policy: MCSD board policy ING & ING-AR – Animals in District Facilities can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Animals in District Facilities.*

## **ASBESTOS**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. Matt Combe serves as the district’s asbestos program manager and may be reached for additional information at extension 2511.

## **CARE/USE OF DISTRICT PROPERTY**

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage.

Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the building principal or MCSD Staff Hotline/Employee Protection Link on the district website under Staff Resources/Workplace Safety.

## **CELL PHONES**

While at work, employees are expected to exercise discretion in using personal cellular phones. Personal calls during the work hours, regardless of the phone used can interfere with employee productivity, safety and may be distracting to others. Employees are encouraged to make personal calls during breaks and lunch and to ensure that friends and family members are aware of MCSD policy. (MCSD will not be liable for the loss of personal cellular phones brought into the workplace. Cellular telephones may not be used to defame, harass, intimidate, or threaten any other person.) Employees are prohibited from using their cell phones in any illegal, illicit or offensive manner.

To access this policy: MCSD board policy [GCAB – Personal Electronic Devices and Social Media - Staff](#) can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Personal Electronic Devices.

## **CHILD ABUSE REPORTING – YOU ARE A MANDATORY REPORTER!**

Any staff member who has reasonable cause to believe that any child under 18 years of age with whom the employee has come in contact has suffered abuse or neglect, by any adult or by a student, shall immediately orally report to the Oregon Department of Human Services or local law enforcement agency. The principal and/or superintendent is also to be immediately informed. In the event the principal is the suspected abuser, the director of human resources, superintendent or Board chair shall receive the report of abuse.

Oregon law recognizes these types of abuse:

1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm;
5. Sexual abuse or sexual exploitation.

Failure to report a suspected abuse of a child or to comply with the confidentiality of records requirements is a violation punishable by law and by district disciplinary action up to and including dismissal.

A staff member who, based on reasonable cause, participates in good faith in making of an abuse of a child report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law. A substantiated report of abuse by an employee shall be documented in the employee's personnel file.

Intentionally making a false report of abuse of a child is a Class A violation.

To access this policy: MCSD board policy [JHFE – Reporting of Suspected Abuse of a Child](#) can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Child Abuse Reporting

## **COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/HIV, HBV & AIDS**

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Reasonable protection is generally attained through immunization and exclusion in accordance with Oregon law, by the local health department or in the Communicable Disease Guidance published by the Oregon Department of Education and the Oregon Health Authority. Infection control procedures, including provisions for handling and disposing of potentially infectious materials have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Oregon Health Authority and the local health department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

In order to reduce the risk to staff/students by minimizing or eliminating staff exposure incidents to blood-borne pathogens, the Exposure Control Plan has implemented. The plan shall include annual, mandatory training followed by an offer of immunization with Hepatitis B vaccine. *If you have previously declined the immunization for whatever reason, but now have reconsidered and would like to get that vaccine, you will be allowed to participate. Once*

*you have been vaccinated, there is no need for further vaccinations.*

To access this policy:

MCSD board policy EBBAB – *HBV/Bloodborne Pathogens and GBEBA – Staff HIV, AIDS & HBV* can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us)  
>School Board>District Policies>Board Policies Online – then type in the search box: *Bloodborne Pathogens; HIV & HBV*

## **COMPLAINTS**

### **Student/Parent Complaints**

The district recognizes that complaints regarding staff performance, discipline, grades, student progress and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred back to the superintendent for appropriate building administrator follow-up. If the complaint is against the superintendent, the complaint will be referred to the Board chair.

All staff members should familiarize themselves with Board policy and applicable provisions of administrative regulations and collective bargaining agreements regarding the handling of complaints.

To access these policies:

MCSD board policy GBM – *Staff Complaints*; KL – *Public Complaints*; AC-AR – *Discrimination Complaints*; JBA/GBN-AR – *Sexual Harassment Complaints*; JFCF - *Hazing, Harassment, Intimidation, Menacing, Bullying & Cyberbullying, Teen Dating Violence, Domestic Violence* can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: *Complaints*

## **COMPUTER USE**

Access to the Internet provided by the district is expected to be used as an educational resource. Such access shall be made available subject to such rules and regulations as may be established, including all currently adopted Acceptable Use Policies (AUP's). No use shall be permitted which, in the judgment of the Board, is in any way prejudicial to the best interest of the district or in conflict with other policies.

The superintendent shall be responsible for completing an annual review of the current AUP's and certifying compliance with the Children's Internet Protection Act (CIPA) on or before June 30 of each year. All AUP's will comply with current state and federal laws regulating the use of Internet access.

The Board reserves the right to refuse access provided to the Internet by MCSD to anyone when it deems it necessary in the public interest.

The superintendent will establish administrative regulations for the use of the district's system including compliance with the provisions of the Children's Internet Protection Act. The administrative regulations will be consistent with sound guidelines as may be provided by the IMESD, the Oregon Department of Education and/or Government Standards & Practices Commission and will include a complaint procedure for reporting violations.

With educational opportunity also comes responsibility. *It is important that you read the district policy and administrative regulation.* The districts electronic communication system policy is available on line at [www.morrow.k12.or.us](http://www.morrow.k12.or.us) under the School Board tab.

Staff members may use their personal electronic device (PED) for education related purposes and certain district proprietary information may be down loaded to staff PED. Staff agrees that any district proprietary information downloaded on their PED will only be as necessary to accomplish district purposes, obligations or duties, and will be

properly removed from their PED when the use on the PED is no longer authorized. Staff will insure that the personal electronic device in use is owned by said staff, and they are in complete control of the device at all times.

In consideration for the privilege of using the district's Electronic Communications System and in consideration for having access to the public networks, staff release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from their use or inability to use the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

*To access this policy:*

*MCS D board policy IIBGA - [Electronic Communication Systems](#) can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: IIBGA or Electronic Communication Systems.*

## **CONFIDENTIALITY**

All staff is expected to maintain confidentiality regarding information related to students and their families. Discussing student information outside of the professional context is strictly prohibited. This includes public discussion of a student's "at school" behavior. All staff is admonished that disclosure of information outside of the professional context is considered a serious breach of ethical duty, which could lead to disciplinary action up to and including dismissal. In addition, staff who are subpoenaed to testify in any civil or criminal proceeding regarding their personal conversations with students are required to contact the Superintendent or Human Resources Director. Failure to maintain confidentiality may result in license revocation in accordance with OAR 584-20-0035.

If you are handling student records and information, **it is highly recommended** that you take the Safe Schools modules on HIPAA and FERPA relating to confidentiality. Contact the HR Assistant, Cheryl Costello to set up those recommended trainings.

## **CONTRACTS**

Individual contracts will be issued to each teacher, administrator and supervisory/managerial staff. Additionally, contracts are issued for extra duty positions, both coaching and non-coaching assignments. It is your responsibility to sign and immediately return them to the HR Assistant, so that the document can then be prepared for payroll, in a timely manner.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board. It is the staff member's responsibility to provide all information necessary for placement on the salary schedule in accordance with timelines established by the district and collective bargaining agreements.

Coaching contracts not returned within 10 days of issuance, may have the position vacated and re-posted, as referenced on the contract.

## **COPYRIGHTS & PATENTS**

The Board asserts the district's proprietary rights to publications, instructional materials and other devices prepared by district employees during their paid work time. The Board also recognizes the importance of encouraging its professional staff to engage in professional writing, research and other creative endeavors. Publications, articles, materials, models and other items produced by district personnel for district use with district time, money and facilities as part of an employee's job responsibilities remain the property of the district.

The district will apply for copyrights and patents when deemed appropriate by the superintendent. Employees will be expected to cooperate in the district's efforts.

In the event that an employee produces items described above partly on his/her own time and partly on district time, the district reserves the right to claim full ownership. The employee, however, may petition the district for assignment of copyright or patent rights. Employees will not attempt to copyright or patent such items without the knowledge and consent of the superintendent.

## **CRIMINAL RECORDS CHECKS/FINGERPRINTING**

All newly licensed or registered educators and those applying for renewal of a license or registration are required to submit to a nationwide criminal records check and fingerprinting in accordance with rules established by the Teacher Standards and Practices Commission (TSPC). This includes any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist who has not submitted to a criminal records check within the previous year. Those applying for reinstatement of a license or registration that has expired for more than three years are required to submit to nationwide criminal records checks and fingerprinting in accordance with rules and procedures as set forth by TSPC.

Additionally, all staff not requiring licensure or registration as a teacher, administrator, personnel specialist or school nurse and newly hired are required to submit to a nationwide criminal records check and fingerprinting as required by Board policy and Oregon law.

The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

All fees as required by the Oregon Department of Education (ODE) for individuals currently employed by the district and not requiring licensure, as well as all other individuals' subject to such checks and/or fingerprinting, including non-licensed applicants for positions with the district, shall be paid by the individual.

A regular staff member not requiring licensure or registration may request that the required fees be withheld from his/her paycheck. A staff member may request up to two (2) periodic payroll deductions rather than a lump sum payment.

*To access this policy:*

*MCSD board policy GCDA – Criminal History Records Check/Fingerprinting can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Fingerprinting*

## **CYBERBULLYING**

The board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as “cyberbullying” by staff, students or third parties is prohibited and will not be tolerated.

The district will take any report of cyberbullying seriously and will investigate credible reports promptly. Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyberbullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.

*To access this policy:*

*MCSD board policy GBNAA/JFCFA – Cyberbullying can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Cyberbullying*

## **DIRECTORY INFORMATION**

A staff member or volunteer's address, date of birth and personal phone number contained in personnel records maintained by the district is exempt from public disclosure. Such information will be released by the district only with written permission of the staff member or volunteer, unless otherwise “excepted” by law. Exceptions include request by the Association or requests by a party seeking disclosure who is able to show by clear and convincing evidence that the public interest requires disclosure in a particular instance. Regardless, disclosure should not be made if the staff member provides evidence that disclosure would cause danger to the staff member or to other members of his/her family.

## **DISCRIMINATION – Nondiscrimination**

Morrow County School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973,

as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination act of 2008.

If you are in need of special accommodations for any district activity including, but not limited to: public meetings, student activities, parent/teacher conferences, programs, graduations or athletic events, please contact Marie Shimer, Director of Educational Services at 240 Columbia Lane, Irrigon, OR or by phone at 541-922-4016 x 2370, or by e-mail at [marie.shimer@morrow.k12.or.us](mailto:marie.shimer@morrow.k12.or.us). Please give 48-hours prior notice of the event, so that appropriate accommodations can be procured.

To access policies related to protected classes: go to the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: discrimination or nondiscrimination **OR** AC-Nondiscrimination; GBA – Equal Employment Opportunity; ACA – Americans with Disabilities Act

## **DRUG-FREE WORKPLACE**

The district is committed to do all that it can to foster and maintain a drug-free workplace and all district employees are expected to recognize that, as adults with extensive contact with students as part of their jobs, they must conduct themselves as appropriate role models for students at all times. To that end, policy GBEC, Drug-Free Workplace prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol and/or use of a controlled substance as defined by law, regardless of the quantity, and is prohibited in our workplace, except medication as prescribed by a physician and used as directed.

***It is mandatory that you refer to specifics pertaining to Drug-Free Workplace by accessing the policy below.***

To access this policy:

MCSD board policy GBEC – Drug-Free Workplace can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Drug-free Workplace

## **ELECTRONIC APPLIANCES**

The following PACE Insurance Risk Management expectations apply to all small electronic appliances, including (but not limited to) the following: electric kettles, electric hot plates, microwave ovens, electric fry pans, popcorn makers, coffee makers, space heaters (electric or other).

- Small appliances should only be kept in an area where there is constant adult supervision and where they are inaccessible to students (e.g. locked staff rooms);
- All appliances should be in good condition (cords, plugs, etc.) and should have either CSA, UL or ULC labels;
- Unplug appliances when not in use;
- Small appliances should only be used in areas where there are no students;
- Appliances should not be on moveable carts (such as A/V carts) and should not be taken from room to room;
- Extension cords and multi-plug adapters cannot be used as a substitute for permanent wiring or be connected together;
- Portable electric space heaters cannot be used within 3 feet of combustible material and must have a built-in, automatic tip-over switch

## **ELECTRONIC COMMUNICATIONS**

The Board is committed to development, establishment and maintenance of quality, equitable and cost-effective electronic communication systems. Electronic communication includes the use of telephones, cell phones, computers, Internet, e-mail, fax machines, broadcast media or any other manner of communication using electronic transmission. The systems' purposes shall be limited to advancement and promotion of research, learning and teachings.

The superintendent will establish administrative regulations for the use of the district's system, including compliance with the Children's Internet Protection Act. Please visit the district website at [www.morrow.k12.or.us](http://www.morrow.k12.or.us) and read this policy.

To access this policy:

MCSD board policy IIBGA – Electronic Communications can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Electronic Communications

## **EMERGENCY PROCEDURES AND DISASTER PLANS**

With the increased activity related to school violence, new emergency procedures and plans have been put in place. Refer to your individual school plans for assistance. There will be trainings held throughout the school year for all staff. All staff will have access to school plans detailing staff responsibilities in the event of such emergencies as natural disasters, armed intruders, bomb threats, active shooter, etc..

Copies of the emergency procedures plan will be available in all classrooms, in the office and other strategic locations throughout the building.

## **EVALUATION OF STAFF**

The purpose of the district's evaluation program is to aid the teacher in making continued professional growth and to determine the teacher's performance of the teaching responsibilities. The district's program also provides for the assessment of classified employees and current performance of their job assignments.

The district's program is designed to provide an opportunity for staff to set goals and objectives and receive administrator responses to them; to have peer assistance to aid teachers to better meet the needs of students, as appropriate; to have formal and informal observations to assess the performance of duties and job responsibilities; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make improvement(s) within specific timelines.

The evaluation program also provides a tool for administrators who are responsible for making decisions about promotion, demotion, contract extension, contract non-extension, contract renewal or non-renewal, discipline and/or dismissal.

Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, collective bargaining agreements and Oregon Revised Statutes.

*To access this policy:*

*MCS D board policy GCN/GDN – [Evaluation of Staff](#); CCG – [Evaluation of Administrators](#) can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Evaluation of Staff OR Evaluation of Administrators*

## **FAIR LABOR STANDARDS ACT**

In compliance with the Fair Labor Standards Act, administrators, directors and/or supervisors shall give written notification to non-exempt employees, as defined by the Act, of the following:

1. What constitutes normal working hours;
2. That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;
3. That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
4. That a written corrective statement be given to employees not complying with established procedures.

## **GIFTS AND SOLICITATIONS**

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined by law as \$50 or more from a single source in a single year.

No staff member may solicit funds in the name of the school or district through the use of, but not limited to, internet-based or crowd-funding types of fund raising, without the approval of the principal.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without building principal approval.

The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited without approval. Any solicitation should be reported at once to the building principal.

*To access this policy:*

*MCSD board policy GBI – Gifts and Solicitation can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Gifts and Solicitation*

### **HAZING, HARASSMENT, INTIMIDATION, BULLYING, MENACING, CYBERBULLYING**

Hazing, harassment, intimidation, bullying (including cyberbullying) or menacing by students, staff or third parties is strictly prohibited and shall not be tolerated by the district. Staff found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC).

*To access this policy:*

*MCSD board policy GBNA – Hazing, Harassment, Intimidation, Bullying, and Menacing may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Hazing*

### **HUMAN SEXUALITY, HIV/AIDS, SEXUALLY-TRANSMITTED DISEASES, HEALTH EDUCATION**

Human sexuality, HIV/AIDS\* and sexually-transmitted disease prevention curriculum has been cooperatively developed and aligned with the Oregon Health Education Standards and Benchmarks, by parents, teachers, administration, local health department staff and others as an integral part of health education and other subjects. THE HIV/AIDS and sexually transmitted infections and disease prevention education and the human sexuality education comprehensive plan shall provide adequate instruction at least annually, for all students in grades 6 through 8 and at least twice during grades 9 through 12.

Teachers are expected to notify parents of minor student in advance that the material regarding any human sexuality or HIV/AIDS/HBV will be taught. Any parent may request his/her student be excused from that portion of the instructional program.

A part of the comprehensive plan of instruction shall provide age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12.

\*HIV – Human Immunodeficiency Virus; AIDS – Acquired Immune Deficiency Syndrome; HBV – Hepatitis B Virus

*To access this policy:*

*MCSD board policy IGAI – Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Human Sexuality, AIDS/HIV, Sexually Transmitted Disease, Health Education*

### **INJURY/ILLNESS REPORTS**

All injuries/illnesses sustained by the employee while in actual performance of the duty of the employee, occurring on district property, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor.

A completed Injury/Illness Report form must be submitted to your building principal and the district safety officer within 24 hours or the next scheduled district workday, as appropriate. All accidents involving students, visiting public or district property will be reported immediately to a supervisor.

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the district safety officer will report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours.

ALL work-related injuries/illnesses will be promptly investigated, and corrective measures implemented, as appropriate.

*To access this policy:*

*MCSD board policy EBBB – Injury/Illness Reports may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Injury/Illness Reports.*

## **INTEGRATED PEST MANAGEMENT**

Morrow County School District adopted IPM ORS 634.700-634.750. 9/10/12. This plan ensures the health and safety concerns of students, staff, and community members by using low-impact pesticides for use within the IPM plan. For further information on this plan, you can view our policy EBB on our website at [www.morrow.k12.or.us](http://www.morrow.k12.or.us)

*To access this policy:*

*MCSD board policy EBB – Integrated Pest Management may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Integrated Pest Management.*

## **JOB DESCRIPTIONS**

Job descriptions are written for each established Morrow County School District regular position, excluding extra duty positions. In the event that you change job classifications, you will be given a new job description to reflect the new assignment. Job descriptions will be updated at the discretion of the district as job duties change. Employees will be given updates when they occur.

*To access this policy:*

*MCSD board policy GAB – Job Descriptions may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Job Descriptions.*

## **JURY OR WITNESS DUTY**

Leave is available for employees to serve on a jury or as a witness in response to a subpoena or other court order (please provide tour building administrator and the district office with a copy of subpoena or court order). Employees will be paid their regular salary for time served during the employee's normal work schedule. However, pay received from the court for jury duty must be turned into the payroll office. The employee may retain the mileage and meal reimbursement.

*To access this policy:*

*MCSD board policy GCBDG – Jury Duty may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Jury Duty.*

## **LICENSE REQUIREMENTS**

For all positions that require licensing, the district must be able to verify the current license before the Board will consider approving their employment. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

## **MATERIALS DISTRIBUTION**

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the building principal. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

## **MEDICAL EXAMS AND DRUG TESTING**

### **Medical Examinations**

The district may require medical examinations after an employment offer has been made to a job applicant and before the applicant begins his/her employment duties. Any such requirement will ensure that all entering employees in the same job category will complete a medical examination regardless of disability.

All offers of employment may be made contingent on medical examination results.

## **Drug Testing**

Offers of employment for certain positions shall be contingent upon successful passage of a district-required drug test. The district will require drug tests for safety-sensitive positions (e.g., bus drivers, heavy machinery operators) and positions in which the person is responsible for students' safety and security. The district will designate when and where such testing will be conducted. The district will pay for all pre-employment drug testing expenses. The offer of employment will be withdrawn from candidates who test positive for drugs.

"Safety sensitive" may also include positions that have heavy student contact and in loco parentis responsibility (e.g., teachers, administrators, paraprofessionals).

*To access this policy:*

MCSD board policy GBED – Medical Examinations and Drug Testing - may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Medical Examinations and Drug Testing.

## **MOTHER FRIENDLY WORKPLACE**

The district recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast feeding or expressing milk in the workplace. The Board directs the superintendent/designee to take measures and develop regulations to ensure that all district employees shall be provided with an adequate location for the expression of milk or breast feeding.

The superintendent/designee shall see that the district makes a reasonable effort to provide a room or other location in close proximity to the employee's work area, other than a restroom, where an employee can breast-feed her child or express milk in privacy. This policy directs the superintendent/designee to include the following in the development of a regulation to ensure the provisions for employees required by this policy.

The plan shall include an accessible, private room with a lock that would allow a mother to:

1. Breast-feed a child brought in during a lunch or other break period;
2. Pump breast milk to be stored for later use;
3. Inclusion of electrical outlets for electric pumps;
4. Sanitation facilities including a sink close by, for hand washing and the rinsing of containers;
5. A sign posting the room as "private during use;"
6. A flexible work schedule in consideration of the requirements of the staff member's responsibility;
7. Time allotted for this activity is not to exceed the normal time allowed for lunch and/or breaks.

This policy and a list of designated locations will be published in the employee handbook. A list of designated locations must be readily available upon request in the central office of each school facility and in the district's central office.

### Boardman Schools

RJSHS – Rooms 203 & 115

SBE - Room 29

WRE – Library Conf. Rm. Office

### Heppner Schools

HJSHS - Office - Staff Room B

HES – Office - Room B

### Irrigon Schools

IJSHS – Room 60

ACH – Counselor's Office

IES – Health Room & Counselor's Office

MEC – Room 2

*To access this policy:*

MCSD board policy GBDA – Mother Friendly Workplace may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Mother Friendly Workplace.

## **MILITARY LEAVE OF ABSENCE**

The district will grant military leave to employees on duty with a uniformed service in accordance with applicable state and federal law. Additionally, state and federal leave law (OFLA/FMLA) are considered for military leaves of absence, within the confines of the leave laws.

*To access this policy:*

MCSD board policy GCBF - Break in Service; GCBDA/GDBDA – Family Medical Leave - may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Military Leave.

## **PARTICIPATION IN POLITICAL ACTIVITIES**

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state and national level on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

No staff member may use district facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

## **PAYDAY**

Payday will be on or before the 25<sup>th</sup> of each month. Completed Extra-Duty time sheets through the current pay period must be turned in to payroll before the cutoff date, normally around the 10<sup>th</sup> of the month. Time sheets received after the payroll cutoff date will be paid the following month. Cutoff dates may vary, depending on how the calendar falls in the month. Falsification of payroll records is a serious concern. Disciplinary action may be taken against anyone not documenting time accurately and truthfully. There will be a \$25.00 fee charged for lost checks requiring stop payment/reissue.

## **PERSONAL PROPERTY**

Personal property that is brought into school for use must have the approval of the principal. Because the district will insure personal property up to a maximum of \$5,000 (paid at actual cash value, not replacement value) per person, it must be inventoried at the beginning of each school year. It is the responsibility of the employee to have those items properly documented (district form) in order to be insured. Please do not bring high value items into the classroom.

## **PERSONNEL RECORDS**

An official personnel file is established for each person employed by the district, and is the property of Morrow County School District. It is a historical account of your employment with the district. Staff needing specific documents from their file, may e-mail Cheryl Costello and request specific item(s). They will be returned to you via e-mail.

A staff member's personnel file may contain such information as applications for employment, references, transcripts, copies of teaching licenses and contracts, records relative to compensation, payroll deductions, evaluations, complaints and written disciplinary actions. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

All records containing medical condition information such as workers' compensation reports and release/ permission-to-return-to-work forms will be kept confidential, in a file separate from personnel records. All other personnel records are considered confidential and not open to public inspection.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

*To access this policy:*

*MCSD board policy GBL – Personnel Records – may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Personnel Records.*

## **PURCHASE ORDERS**

No obligation may be incurred by any staff member unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy.

No purchase [including purchases from student body/athletic funds] will be authorized unless covered by an approved purchase order.

All building purchase orders will be processed in the order received by the business office and must be completed with the following information:

1. Date;
2. Vendor;
3. Delivery address;
4. Item quantity;
5. Item description;
6. Unit value;
7. Total amount;
8. Budget code;
9. Name of requestor;
10. Signature of individual authorized to sign purchase orders.

All other purchases are subject to the Board's policy governing Bidding Requirements, administrative regulation specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the Business Manager, Erika Patton for details.

## **RELEASE OF GENERAL STAFF INFORMATION**

A staff member's or volunteer's address, date of birth and personal phone number contained in personnel records maintained by the district is exempt from public disclosure. Such information will be released by the district only upon written permission of the staff member or volunteer, unless otherwise ordered by law.

Authorized district personnel may disclose information about a former employee's job performance to a prospective employer under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance;
4. The disclosure is presumed to be in good faith.

## **RESIGNATION OF STAFF**

A licensed staff member who wishes to resign from his/her position with the district must give written notice at least 60 days upon or at the time of resignation. The superintendent may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that he/she must continue teaching for part or all of the 60-day period. Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission (TSPC) to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

A classified employee is expected to submit a written and signed notice of resignation at least 2 weeks prior to the date he/she wishes to leave the district employment.

*To access this policy:*

*MCSD board policy GCPB/GDPB – Resignation of Staff – may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Resignation of Staff.*

## **RETIREMENT OF STAFF**

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place.

*To access this policy:*

*MCSD board policy GCPB/GDPC – Retirement of Staff – may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Retirement of Staff.*

## **SAFETY COMMITTEE**

A building safety committee has been established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff and others while on district property.

The building safety committee meets monthly and conducts workplace safety inspections to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from recurring.

All potential hazards are to be reported immediately to a safety committee member or to the office. The administrative safety committee meets monthly as part of their regularly scheduled administrative meetings to discuss safety issues and concerns.

## **SEXUAL CONDUCT WITH STUDENTS (REPORTING OF)**

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated.

*“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR - Reporting of Suspected Abuse of a Child.*

Any district/school employee who has reasonable cause to believe that another district/school employee or volunteer has engaged in sexual conduct with a student must immediately notify the person identified by the district to receive such reports.

The name and contact information of persons designated to receive sexual conduct reports, as well as the procedures that will be followed upon receipt of a report, will be posted in each school site.

Sexual Conduct Complaint Forms – Policy JHFF-AR is to be utilized as a means of reporting sexual misconduct with students. The policy, complaint form, along with a Witness Disclosure Form can be accessed below.

*To access this policy:*

*MCSO board policy JHFF – Reporting Requirements Regarding Sexual Conduct with Students may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Sexual Conduct*

## **SEXUAL HARASSMENT**

The Morrow County School District does not tolerate sexual harassment. Sexual harassment of or by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated in the district. MCSO provides procedures for victims of sexual harassment to report incidents and disciplinary penalties for those who commit sexual harassment. No person, employee or third party, no matter his or her title or position, has the authority, whether expressed, actual, apparent or implied to commit sexual harassment.

*To access this policy:*

*MCSO board policy GBN/JBA – Sexual Harassment can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Sexual Harassment or GBN*

## **STAFF CONDUCT**

All staff is expected to conduct themselves in a manner that conforms to applicable job descriptions, Board policy, and administrative regulations.

All licensed staff is expected to adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules.

To access this policy:

MCSD board policy GCAA – Standards for Competent and Ethical Performance of Oregon Educators can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Sexual Harassment or GCAA

## **STAFF DEVELOPMENT**

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance.

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other such activities.

All requests for district payment of college course work tuition will be paid in accordance with collective bargaining agreements.

To access this policy:

MCSD board policy GCL/GDL – Staff Development; CCL – Administrative Staff Development - may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Staff Development.

## **STAFF DRESS AND GROOMING**

All staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

Teaching as a profession demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their dress and grooming habits by what is most generally acceptable in the business and professional world.

## **TEACHING ABOUT RELIGION**

Teachers shall be permitted to teach or present to students information concerning religions and religious beliefs, but teacher shall not promote or inhibit, openly or covertly or by subtlety, a particular religion, religious belief or nonreligious belief.

Students and staff members may be excused from participating in programs or activities which are contrary to their religious beliefs without penalty.

To access this policy:

MCSD board policy IGAC – Religion and Schools - can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Religion and Schools.

## **TOBACCO-FREE ENVIRONMENT**

In order to comply with state law the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on all district property and in district-owned buildings and vehicles and at district-sponsored events.

In order to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, the use of tobacco products or inhalant delivery systems or other similar devices is prohibited on all district property and in district-owned vehicles.

Tobacco use is defined to include any cigarette, cigar, inhalant delivery system or other smoking tobacco and smokeless tobacco dip, chew or snuff in any form.

To access this policy:

MCSD board policy GBK – Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Tobacco-Free Environment

## **UNMANNED AIRCRAFT SYSTEMS (UAS) a.k.a. DRONE**

An “unmanned aircraft system” (UAS) mean unmanned flying machine, commonly known as a drone, and it associated elements including communication links and the components that control the machine.

An employee or representative of the district operating a district unmanned aircraft system shall do so in accordance with Board policy, all applicable Federal Aviation Administration (FAA) and Oregon Department of Aviation regulations. A UAS operated at Oregon School Activities Association (OSAA) sanctioned events will do so in accordance with the OSAA policies. Use of a UAS at other public charter school-sponsored athletics or activities are prohibited.

*To access this policy:*

*MCSD board policy ECACB – Unmanned Aircraft System can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Unmanned Aircraft System*

## **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles.

*To access this policy:*

*MCSD board policy EEBB – Use of Private Vehicles for District Business can be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Vehicles*

## **VACANCIES/TRANSFERS – JOB POSTINGS**

The district-utilizes Recruit and Hire that allows for the electronic postings of positions – licensed, supervisory/managerial, classified, confidential and extra duty contracts, as well as internal transfers. The district no longer will accept any paper applications.

Vacancies are classified as three levels.

1. Level I - In-district building level vacancy. Level I vacancies are only posted in the building which they occur for a minimum of 3 days.
2. Level II - In-district vacancy. Level II vacancies are posted in-district only for a minimum of 5 days.
3. Level III - MCSD vacancy. Level III vacancies are posted both in and out of district for a minimum of 7 days.
  - a) All vacancies shall be posted as they occur and will be posted in a place accessible to bargaining unit members and sent via electronic notification from the district office. It is the discretion of the administration to post vacancies at any of the three levels.
  - b) The district shall continue to receive applications/letters of interest for vacancies for a minimum of seven (7) calendar days after it provided notice of said vacancies.

All positions are posted on the district website and are sent electronically to “all staff”.

Voluntary and involuntary transfer of staff members may be authorized by the superintendent, based on district personnel needs, and in accordance with district procedures and collective bargaining agreements.

## **VIDEO SURVEILLANCE**

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. The district shall comply with all laws pertaining to the use of surveillance equipment. Video cameras may be used in locations deemed as appropriate by the superintendent. The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property and on transportation vehicles.

Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

*To access this policy:*

*MCSD board policy ECAC – Video Surveillance - may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Video Surveillance.*

## **VOLUNTEERS/CHAPERONES**

The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff.

Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

Staff members interested in securing the services of a volunteer (classroom, chaperones or athletics) or with names of individuals expressing an interest in volunteering should contact the school office. The use of all volunteers requires prior building principal approval. Volunteer application forms are available in the school office and on the district website. Volunteers will be processed through the Oregon Department of Education and Law Enforcement Data System for a criminal background check on an annual basis. Anyone refusing to be checked through these agencies will not be allowed to volunteer in district schools. All volunteers are required to complete Safe Schools training(s) annually.

*To access this policy:*

*MCSD board policy GCDA/GDDA-AR – Criminal Records Checks/Fingerprinting - may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Volunteers.*

## **WEAPONS**

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by the district's weapons policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates the district's weapons policy.

Employees shall promptly report all other conduct prohibited by the district's weapons policy to an administrator.

*To access this policy:*

*MCSD board policy JFCJ – Weapons in the Schools; GBJ – Weapons in Schools – Staff - may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies Online – then type in the search box: Weapons*

## **WHISTLEBLOWER**

When an employee has good faith and reasonable belief the employer has violated any federal, state or local, law, rule or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

1. Discharge, demote, transfer, reassign or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment.
4. Direct an employee or to discourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of or political subdivision in the state, with:

- a. Any member of the Legislative assembly;
- b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
- c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county or metropolitan service district.

An employee's good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related to the employee's disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.

The district will use the complaint process in the Public Complaints policy to address any alleged violations of this policy.

To access this policy:

MCSD board policy GBMA – Whistleblower may be accessed through the district website: [www.morrow.k12.or.us](http://www.morrow.k12.or.us) >School Board>District Policies>Board Policies  
Online – then type in the search box - Whistleblower

### **WORKPLACE RISK OR WRONGDOING**

If you have questions, problems or complaints regarding your working environment, it is your obligation to report this to your supervisor immediately. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the Executive Director of Human Resources, Erin Stocker at x 2811.

**You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed. You may also use the district's external reporting service through the district website.**

### **WORKPLACE WRONGDOING – REPORTING PROCEDURES**

#### **EMPLOYEE PROTECTION LINE – THROUGH THE MCSD WEBSITE**

Wrongdoing such as harassment, discrimination, drug and alcohol abuse, theft, fraud, violence, unsafe acts, and misrepresenting a worker's compensation claim will not be tolerated in the workplace. The Employee Protection Link enables you to report workplace wrongdoing without giving your name or identifying yourself. However, you must give enough information to ensure that your concerns can be addressed and investigated (i.e., school, grade level, location in the school, classification of the staff member). To access the secure site: go to [www.morrow.k12.or.us](http://www.morrow.k12.or.us) and click on Staff, the link is listed under Workplace Safety. Type your complaint and submit. Your anonymous complaint will be routed through a secure site and notification will be sent to the Human Resources department.

***We hope the information contained in this Staff Handbook has been helpful. The District Office and Support Services staff is here to support the valuable work done by you, the people responsible for the education of the children of our communities. Please feel free to contact us any time should you have a question about district policies or procedures. If you have any suggestions about making this handbook more informative, please be sure to contact the Human Resources Department.***

# DISTRICT STAFF HANDBOOK SIGN-OFF SHEET

## **Please return to your building secretary for processing. Due by 9-28-18**

Upon review of this entire handbook, you are required to verify that you have been informed of all the policies and procedures contained in this handbook, and acknowledge that you understand the contents. Some of the trainings are online through SafeSchools.com. The trainings will be set up for you with deadlines and how to access the trainings online. Watch your e-mail for anything from SafeSchools.com.

I certify that I have been informed and trained on the following issues:

### **SafeSchools Training**

Bloodborne Pathogens Exposure Prevention (Hep B vaccination available)  
Boundary Invasion  
Child Abuse: Identification & Intervention  
Discrimination Awareness  
Diversity Awareness  
Hazard Communication: Right to Understand (GHS)  
Identifying Homeless Students – Annual Training  
Integrated Pest Management  
Making School Safe for LBGT Students  
Sexual Conduct – Staff to Student  
Sexual Harassment – Staff to Staff  
Sexual Misconduct of Employees with Students (*with pamphlet handout*)

### **Policy and/or Handbook Review**

Complaint Procedures  
Internet Policies & Procedures  
Drug-Free Workplace/Tobacco-Free Workplace  
Hazing/Harassment/Intimidation/Bullying, including Cyberbullying/Menacing  
Mother Friendly Workplace  
Personal Communication Devices & Social Media  
Reporting Requirements Regarding Sexual Conduct with Students  
Workplace Wrongdoing/Employee Protection Link

## **EVERYONE PLEASE COMPLETE THE FOLLOWING:**

### **Driving District Vehicle info**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Exp. date \_\_\_\_\_ 1st Aid Card?  Yes (attach copy)  No

List any moving violation convictions during the past 3 years (include date & type)

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List any automobile accidents that resulted in injury or property damage to any person other than you in the past 3 years

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### **Hepatitis B/Bloodborne Pathogens**

I have received Bloodborne Pathogens Exposure Prevention training and have received the Hep B vaccinations.

I have received Bloodborne Pathogens Exposure Prevention training and DO NOT wish to receive the Hep B vaccinations at this time.

I have received Bloodborne Pathogens Exposure Prevention training and wish to receive the Hepatitis B vaccination series (3 doses). Also, I have no known sensitivity to yeast or any preservatives (i.e. thimerosal).

### **Race:**

American Indian/Alaska Native  Asian  Black/African American  Native Hawaiian/Other Pacific Islander  White

### **Ethnicity:**

Hispanic/Latino  Not Hispanic/Latino

### **Language of Origin:**

\_\_\_\_\_

### **Gender:**

Female  Male  Gender X/Non-Binary

### **Electronic Communications System Agreement**

I hereby certify that I have read and will abide by the conditions set forth in the Morrow County School District Electronic Communications System.

### **Job Description Acknowledgement**

I hereby acknowledge that I have read the job description for which I am employed with Morrow County School District (all job descriptions are on the MCSD Share Folder).

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

School \_\_\_\_\_